



## Revised Travel and Leave Guidance

As we conclude the Thanksgiving Holiday, the COVID-19 pandemic puts each of us at a greater health and safety risk today than it did even a few weeks ago. Many states and the Centers for Disease Control (CDC) have issued travel advisories and restrictions that require greater attention both before and after any potential exposures to COVID-19.

The Maryland Department of Health advises all Marylanders to refrain from nonessential travel outside of Maryland due to the recent increase in COVID-19 infections in other states. With that reality in mind, we want to make sure that you are aware of the following guidance related to travel and leave for Montgomery County Government employees:

- The CDC has advised that you should not travel during the Thanksgiving holiday timeframe. Also, see: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays/thanksgiving.html>.
- If you do decide to travel to other states or countries, you should follow [Maryland Department of Health guidance](#), get a COVID-19 test and self-quarantine at home after your return until your COVID-19 test result is received.
- If you have been exposed to COVID-19 because of your travel to other states or countries, you should seek medical attention and self-quarantine under a doctor's orders.
- When you are engaging in self-quarantine until your COVID-19 test result is received, you may telework with the approval of your supervisor. You are encouraged to utilize telework if you can.
- If there is any reason why you are not able to telework, you may use Emergency Paid Sick Leave (EPSL) up until December 31, 2020 for a maximum of 80 hours (for full-time employees). If you have exhausted the EPSL leave, you should use your own leave after your return from travel while you are engaging in self quarantine until your COVID-19 test result is received. If you receive a positive test result from your COVID-19 test, the accrued leave that you used to self-quarantine will be converted to administrative leave (or EPSL, if you haven't reached the maximum of 80 hours). The COVID-19 test and self-quarantine requirement will not apply if you traveled within your state of residence, the State of Maryland, or to Northern Virginia or the District of Columbia.
- County employees who host visiting college students are not required to self-quarantine for the duration of the visit and may work onsite, if telework is not available. The CDC advises that college students returning home from school for the Thanksgiving holiday "should be considered part of a different household" and should be thought of as overnight guests. College students and their hosts, including their parents, should follow the [CDC's precautions for overnight guests](#) to protect themselves for the duration of the college student's visit including getting college students tested, wearing face coverings, physically distancing as much as possible with the family when they are awaiting test results and improving ventilation.

You should continue to follow the CDC guidelines for your safety:

- Always wear a face covering in public settings, when using public transportation, and when around people who you don't live with.
- Wear the face covering over your nose and mouth and secure it under your chin.
- Stay at least 6 feet apart from anyone who does not live with you.
- Wash your hands often or use hand sanitizer.
- Avoid touching your face covering, eyes, nose, and mouth.